



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE DATA WORKFLOW SPECIALIST I

Job Number: 20001802

Job Code: 95450V130616

Job Group: 9500 - REVENUE

Job Established: 08/16/1999

Job Revised: 06/16/2013

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Identifies, transcribes, retrieves and/or modifies source data that are unrecognized in the imaging process or that have low scanner confidence and corrects the data. Utilizes a personal computer to review electronic images of tax documents that have been routed to a workflow queue by the imaging/scanning equipment to ensure accuracy and completeness of data contained on the form; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years experience in tax processing, tax administration, or business administration.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews tax returns and other documents that are prioritized in seven work queues, with each queue presenting a unique situation. Reviews the document image and makes correction decisions as appropriate. Reviews and identifies low confidence or unrecognized OCR/ICR data from scanners. Balances the amount due on the return with the remittance amount including accepting out-of-balance transactions. Reviews correspondence sent by the taxpayer concerning the problem with the return. Makes processing decisions based on information contained on the form. Identifies the proper routing to be taken for supervisory review and other functions of the MFE processing system. Reviews tax returns for sales, withholding, accounts receivable, individual income tax returns and other taxes as well as documents from other state agencies such as unemployment insurance returns.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in a document processing center.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.